

## **SECRETARY TO THE FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and handle clerical and administrative support responsibilities. The employee of this class maintains records for the department, types letters and reports, receives and directs telephone calls, maintains the schedule of the Fire Chief, and assists with payroll and the fire department budget. The incumbent performs routine duties with little supervision, reporting to and having work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Acts as receptionist to department visitors, directs them to appropriate individuals or offices, and handles routine questions and requests. Schedules appointments for the Fire Chief, including keeping records of schedules and notifying the Fire Chief of scheduled events. Sorts and distributes mail to proper person, section, or division.

Types letters, forms, memos, statements, formal reports, or any other documents as assigned by the Fire Chief. Proofreads typed material and corrects errors. Composes business letters and compiles and organizes data needed to write reports. Fills out all forms or records required or assigned. Takes dictation and transcribes from notes. Takes minutes or notes at meetings. Assist the Fire Chief by preparing requests for grants or other special funds to aid in the operation of the department.

Receives, reviews, and processes assigned records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Enters routine information in department records. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Operates a computer terminal in order to enter, copy, or remove

information from files. Performs appropriate back-up function in computer files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a facsimile machine, copying machine, and calculator or mathematical computer software. Develops new procedures for office functions when necessary.

Sets up a filing system and files correspondence, forms, records, or reports. Revises such system when necessary. Reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Maintains records on the location of materials removed from files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Assists the Fire Chief in maintaining a library or archives of materials for future use or reference by department personnel.

Accounts for the money and assets of the department as assigned by the Fire Chief. Makes calculations necessary to compute payroll, prepares payroll records including making any necessary changes, and compiles payroll data for budgetary reasons for the chief's review. Receives complaints from employees about pay and works with Fire Chief regarding errors, changes, or other matters related to payroll. Issues payments from petty cash. Assists in compiling information for and the preparation of the total departmental operating budget. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Prepares purchase requisitions according to department procedures. Maintains the inventory of supplies and equipment for the department. Orders supplies and equipment as required. Assists the chief in locating services and arranging for repairs and maintenance of all department facilities, equipment, or operating systems.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must not be less than 18 years of age.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.